



**Department of Corrections - Personnel Examining Section**  
**CHIEF PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY**  
**SUPPLEMENTAL APPLICATION**

This examination consists solely of a Supplemental Application questionnaire that will be used to evaluate your knowledge and abilities in areas that are specific to the Chief Physician and Surgeon, Correctional Facility (CF) classification. The supplemental application questions give all candidates an equal opportunity to demonstrate possession of experience and significant accomplishments relative to the critical job demands of a Chief Physician and Surgeon, CF in the Department of Corrections. Responses will be evaluated using pre-determined rating criteria. The document you submit will account for 100% of your final score. An overall minimum rating of 70% must be obtained in order to be placed on the eligible list.

Please answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience. *Candidates who fail to follow the instructions will be eliminated from the examination.*

**IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS.** The Personnel Examining Section will **NOT** provide you copies of your supplemental application.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. **I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them, which could result in dismissal.**

**YOUR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**YOUR NAME (PRINTED):** \_\_\_\_\_

**YOUR SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**Your completed supplemental application along with your Examination Application (Std. Form 678) must be received in the Department of Corrections' Personnel Examining Section at the address indicated below.**

**Mail to:**

Department of Corrections  
Personnel Examining Section  
P.O. Box 942883  
Sacramento, CA 94283-0001

**or**

**Submit in Person with:**

Department of Corrections  
Personnel Examining Section  
1515 S Street, Room 522N  
Sacramento, CA 95814

Please ensure that your return envelope has adequate postage. Original copies of this cover page **must** be returned. Facsimiles (FAX) will **NOT** be accepted.

<p style="text-align: center;"><b>CHIEF PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY</b> <b>SUPPLEMENTAL APPLICATION</b></p>
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A Chief Physician and Surgeon, CF, serves as a chief of service in charge of a major general medical and surgical subdivision in a State correctional facility; supervises physicians and other professional personnel giving medical and psychiatric care to patients; advises staff, either individually or by presiding at hospital ward, diagnostic, and clinical conferences, on appropriate treatment techniques for specific cases; examines and treats patients requiring more difficult forms of medical treatment; serves as a consultant to staff members on unusual or difficult medical problems; reviews plans for research projects, and recommends their approval on such matters as hospital policy, new forms of treatment, the need for equipment and facilities and personnel and budgeting; maintains order and supervises the conduct of persons committed to the California Department of Corrections; and does other related work.

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job-related criteria, each competitor's:

**A. Knowledge of:**

1. Principles and methods of general medicine and surgery and skill in their application.
2. Principles of psychiatry and neurology.
3. Principles and applications of psychiatric social work, physical therapy, the various rehabilitative therapies, and other ancillary medical services.
4. Current developments and trends in general medicine, surgery, and psychiatry, including developmental disabilities.
5. Principles and practices of hospital administration and personnel management.
6. Principles and practices of medical research.
7. Principles and methods of training medical staff.
8. Equal Employment Opportunity Program objectives.
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

**B. Ability to:**

1. Direct and coordinate complex and varied activities in the field of general medicine and surgery.
2. Coordinate and participate in psychiatric and medical research.
3. Analyze situations accurately and take effective action.
4. Effectively contribute to equal employment opportunity objectives.

Recognizing that candidates have had different experience related to critical job elements, the questions in the attached supplemental application are intended to give you an opportunity to discuss a broad range of experience that demonstrates you possess the qualifications for and readiness to be a Chief Physician and Surgeon, CF, in the Department of Corrections. Answer the questions for which you possess experience, providing specific information and relevant examples from your background. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated.

**WHEN RESPONDING TO THE SUPPLEMENTAL APPLICATION QUESTIONS, PLEASE FOLLOW THESE GUIDELINES:**

- Your responses **must** be typed (computer or typewriter generated) on 8 ½ x 11 paper; using 12 point font or larger.
- Your response to each question must be limited to two (2) pages per question (for a total of ten (10) pages); **you must identify each page submitted with your name and social security number.**

- Answer each numbered question separately and indicate the corresponding question number for each response.
- Your responses may be in bullet format, but must answer the questions completely.

<b>CHIEF PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY SUPPLEMENTAL APPLICATION</b>
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**Question #1:** Please describe the managerial and/or supervisory experience you have in medical or other fields that is applicable to performing the duties of a Chief Physician and Surgeon, CF. Provide details in the following areas:

- Number of staff supervised
- Classification of staff supervised (e.g., professional, managerial, technical, nonprofessional, etc.)
- Facilitating, negotiating, and/or mediating conflicts in an effort to resolve differences among employees, labor unions, and/or other groups within the workplace
- Your role in planning, organizing, and directing the work of your immediate staff (e.g., ward rounds, teaching rounds, inspection tours, performance evaluations, staff conferences, meetings, training, etc.)
- Your role in the hiring process (recruiting)

**Question #2:** Please describe the experience and background (training and education) you have that has prepared you to perform the duties of a Chief Physician and Surgeon, CF. Provide details in the following areas:

- Special medical interest (current and past)
- Advising staff on appropriate treatment of specific diagnoses or cases
- Maintaining the standard of medical care

**Question #3:** Please describe your experience with scheduling and assigning staff and the resources you utilized to ensure delivery of 24-hour, 7 day-a-week, medical services. Provide details in the following areas:

- Clinical assignments
- On-call assignments
- Shift and duty (post) assignments

**Question #4:** Please describe your experience working and interacting with individuals at all levels to maintain a high standard of medical care. Provide details in the following areas:

- Consulting with medical staff not in your line of authority
- Working with employees not under your direct supervision regarding personnel issues
- Working with health care staff and others not in your line of authority to accomplish a goal (e.g., decision making regarding institutional policy, procedure, patient care, facility, equipment, personnel and budgeting needs, etc.)

**Question #5:** Please describe your experience reviewing medical work of other health care professionals. Provide details in the following areas:

- Peer review
- Quality assurance review
- Clinical investigation protocol review
- Reviewing the medical work of students, interns, residents or fellows
- Reviewing the medical work of others by history taking and direct physical examination and treatment of patients

- Proctoring